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U.S. Department of Treasury
Community Development Financial Institutions Fund

Multi-CDE Reporting Guidance

August 2019

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Getting Started

A Multi-CDE Project is a single project that is being financed by multiple, collaborating Allocatees. The Multi-CDE Reporting tab in AMIS allows Allocatees participating in a Multi-CDE Project to coordinate their reporting of key outcomes (i.e. Total Project Cost, Actual and Projected Jobs, Community Facilities etc.) for the shared project. Accurate and coordinated reporting of Multi-CDE Project outcomes prevents the "double-counting" of key project impact data that the CDFI Fund tracks over time. Therefore, it is crucial that CDEs participating in a Multi-CDE Project take the additional steps necessary to ensure that the data reported in the Multi-CDE Reporting tab reflects the total contribution of all participating Allocatees to the Multi-CDE Project.

CDEs participating in a Multi-CDE Project must first designate one Organization to take the lead in collecting project outcome data from the other participating Organizations and reporting the cumulative data relating to the Multi-CDE Project in AMIS (see box for details). This method of reporting was previously known as the ***Lead Approach*** in the Community Investment Impact System (CIIS) environment. The Lead Approach is now the only method of reporting Multi-CDE Projects supported by the AMIS system.

The method of reporting known as the **Collaborative Approach** is not supported by AMIS. For users wishing to maintain Multi-CDE Projects that were previously reported using the Collaborative Approach, support will be provided through Service Requests to the AMIS Helpdesk (See Appendix).

Lead Approach

All participating Organizations of a Multi-CDE Project must designate one Lead Organization to create, enter and edit the applicable Multi-CDE Project information.

The Lead CDE is responsible for entering the **Key Outcome** data fields listed below in the Multi-CDE page. The figures reported must be cumulative for the Project and be reflective of the outcomes of the Project as a whole.

Key Outcome Data Fields:

▪ **Total Project Cost** ▪ **Total Project Cost Private Investment**	▪ **Total Project Cost Public Sources**
▪ **Jobs at Time of Loan/Investment** ▪ **Projected Jobs (Construction)** ▪ **Projected Permanent Jobs (Financed)** ▪ **Projected Permanent Jobs (Tenant)**	▪ **Actual Jobs Created (Construction)** ▪ **Actual Jobs Created (Financed)** ▪ **Actual Jobs Created (Tenant)**
▪ **Square Feet of Real Estate - Manufacture** ▪ **Square feet of Real Estate - Retail**	▪ **Square Feet of Real Estate - Office**
▪ **Housing Units – Rental** ▪ **Affordable Housing Units – Rental**	▪ **Housing Units - Sale** ▪ **Affordable Housing Units - Sale**
▪ **Capacity of Arts Center Community** ▪ **Capacity of Education Community**	▪ **Capacity of Childcare Community** ▪ **Capacity of Healthcare Community**
▪ **NAICS**	▪ **Business Description - Primary**
▪ **Project Address (Street Address, City, State, Zip Code)**	

New Functionality: TLR and Multi-CDE Project Data Synchronization

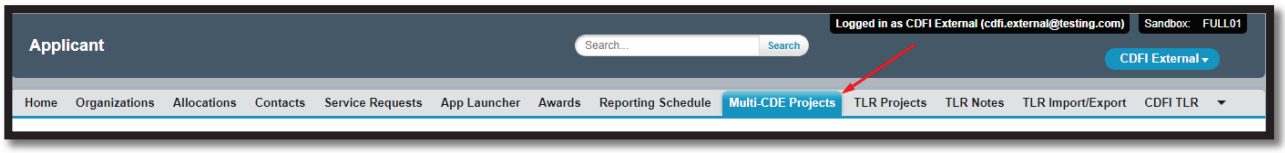
Once a TLR Project is linked to a Multi-CDE Project, AMIS will automatically synchronize all Key Outcome fields in the TLR Project to those in the Multi-CDE Project. Previously, users were required to ensure that the Key Outcome fields in the TLR Project and the Multi-CDE Project were identical. This added step is no longer required from users. Please note that data that was previously entered into a TLR project (for the Key Outcome Fields listed in the Getting Started Section of this document) will be overwritten by the data entered in the Multi-CDE Project to which it is linked. For fields other than the Key Outcome fields, users are required to ensure that those entries are accurate for their individual organization.

Lead Organizations may update the Multi-CDE record at any time after it is created. Any changes entered into the Multi-CDE Project will automatically be replicated in all TLR Projects to which it is linked.

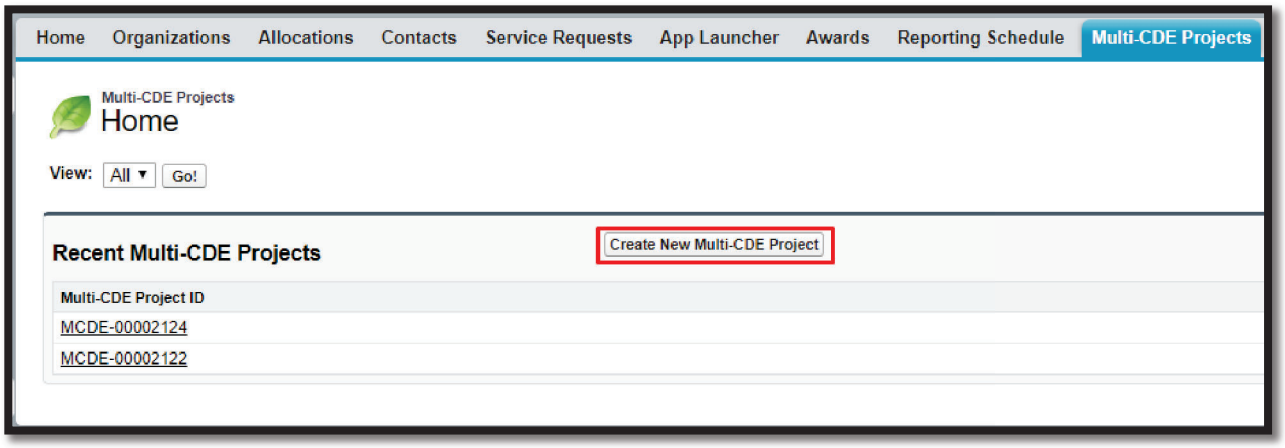
This new functionality in AMIS does not yet apply to Multi-CDE Project Addresses. Matching Addresses must still be linked to the Multi-CDE Project and to the TLR Project. Please refer to the Adding Multi-CDE Addresses section for additional information.

Creating Multi-CDE Project (Lead Organization)

To begin, select the Multi-CDE Project tab on the top menu bar.

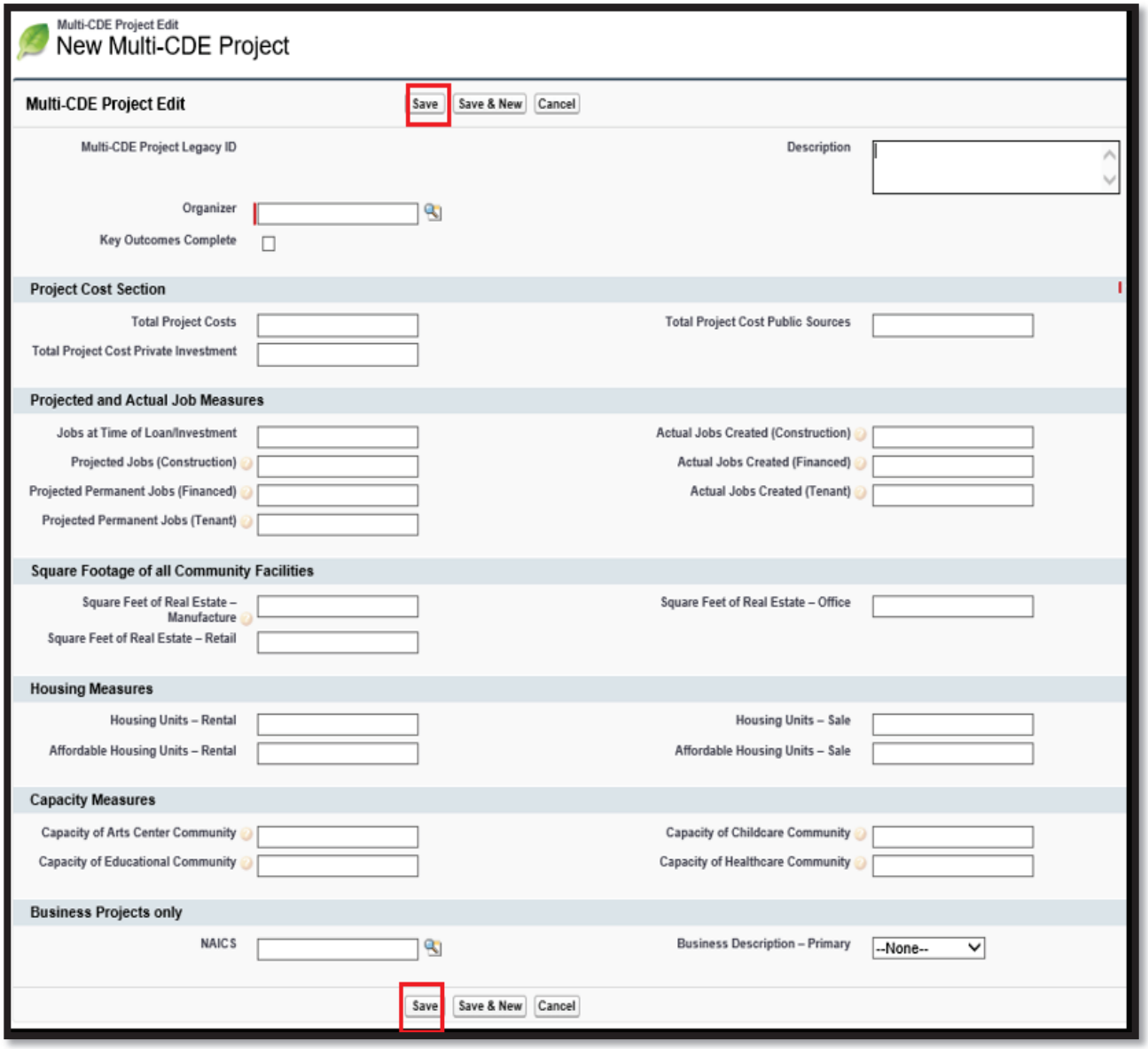


Click “Create New Multi-CDE Project” to add a new multi-CDE project.



If you are an authorized user for multiple Organizations, select the Organizer from the list of available options. The Organizer is the Lead CDE for the Multi-CDE Project.

Multi-CDE Project Reporting



Fill out the rest of the data fields and click “Save” to create the Multi-CDE record. All data fields must be filled out including, Description, NAICS, and Business Description - Primary. If a numeric data field is not applicable to the Project, please enter a ‘0’ (zero). If you need to create more than one Multi-CDE Project record, click “Save & New”. This function will save the data entered and open a new page so that data for another Multi-CDE Project may be entered.

Total Project Cost Reporting

When reporting Total Project Cost, keep in mind that the following validations will be enforced:

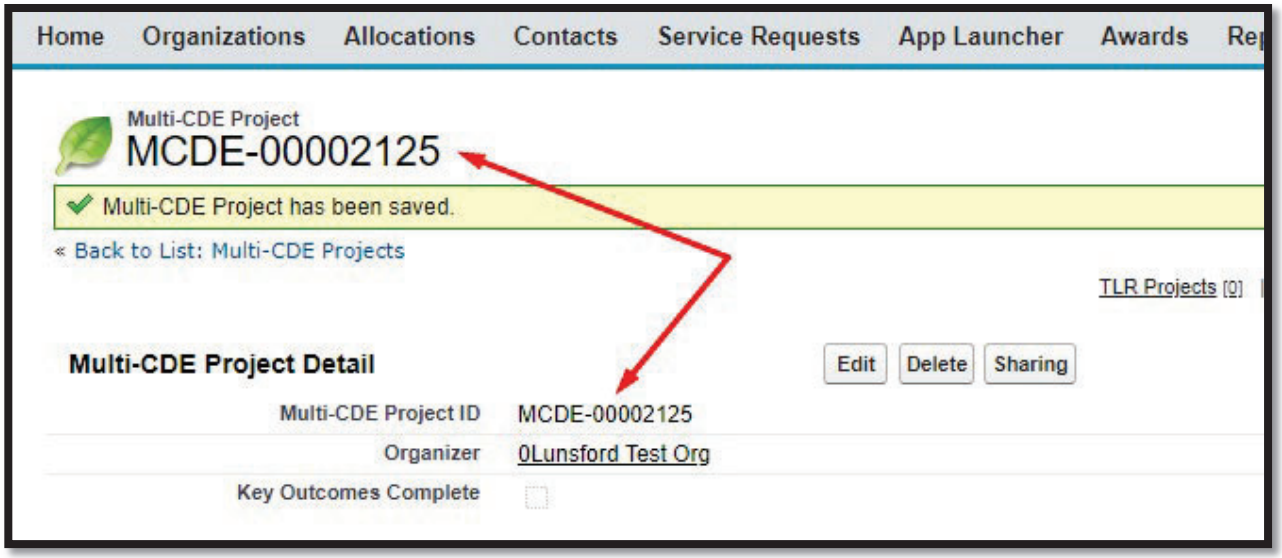
- **Total Project Cost >=Total Project Cost Public Sources**
- **Total Project Cost >=Total Project Cost Private Investment**
- **Total Project Cost >=Total Project Cost Other CDE's + Original Loan/Investment Amount**
- **Total Project Cost >=Total Project Cost Public Sources + Total Project Cost Other CDE's + Original Loan Investment Amount + Total Project Cost Private Investment**

Projected and Actual Jobs Reporting

Users have the option of reporting Actual Jobs or Projected Jobs when first creating a Multi-CDE Project. If Actual Jobs figures are not available during the first reporting period, the Lead Organization can return in any of the subsequent reporting periods to report Actual Jobs data.

Key Outcomes Checkbox

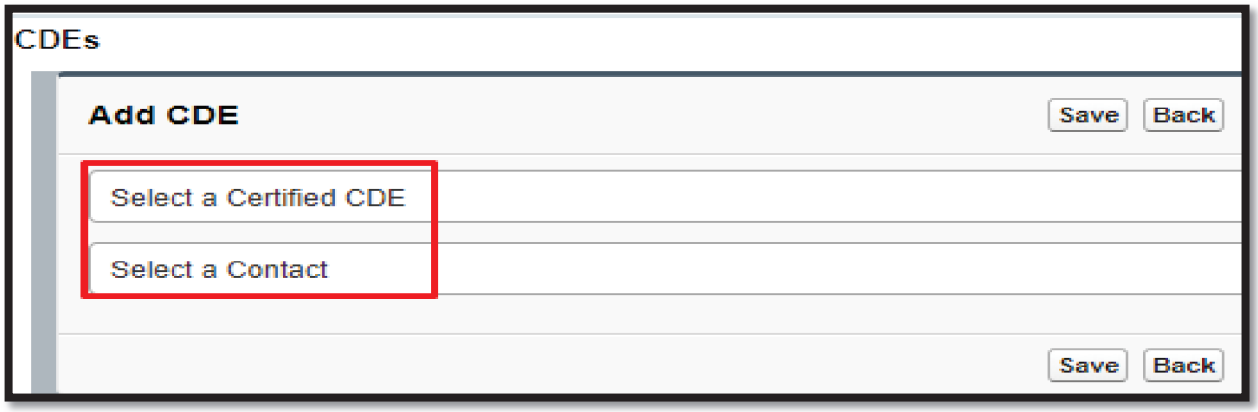
When you have filled out all the fields on the Multi-CDE Project page, check the *Key Outcomes Complete* checkbox. Please note that users will only be able to link TLR Projects to a Multi-CDE Project when the *Key Outcomes Complete* checkbox is checked. Please also note that users may check the checkbox even if they have only reported Projected Jobs and plan to report Actual Jobs at a later time.


Home
Organizations
Allocations
Contacts
Service Requests
App Launcher
Awards
Multi-CDE Project
MCDE-00002125
Multi-CDE Project has been saved.
« Back to List: Multi-CDE Projects
TLR Projects [0]
Multi-CDE Project Detail
Edit
Delete
Sharing
Multi-CDE Project ID
MCDE-00002125
Organizer
0Lunsford Test Org
Key Outcomes Complete

Adding CDEs to the Multi-CDE Project (Lead Organization)

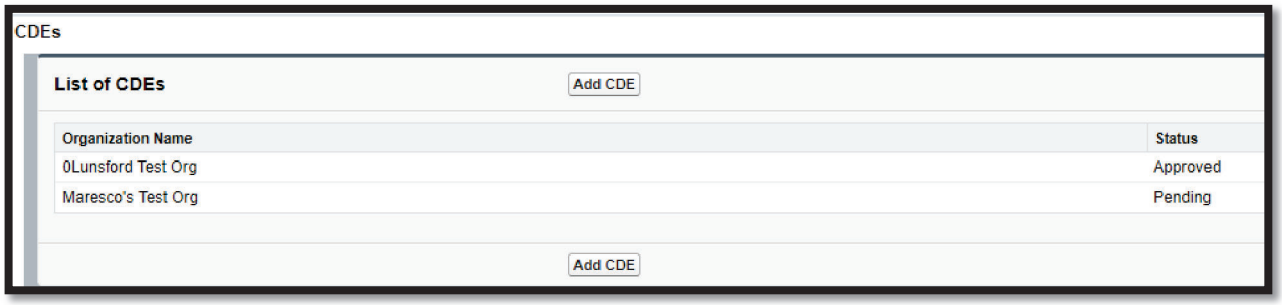
To add CDEs to the project, scroll down the page and locate the “CDEs” section and click “Add CDE”.

Select a Certified CDE and then select a Contact associated with that CDE to send the invitation to.



Note: The invitation to participate in the Multi-CDE project will be sent to the user that was selected in the “Select a Contact” field.

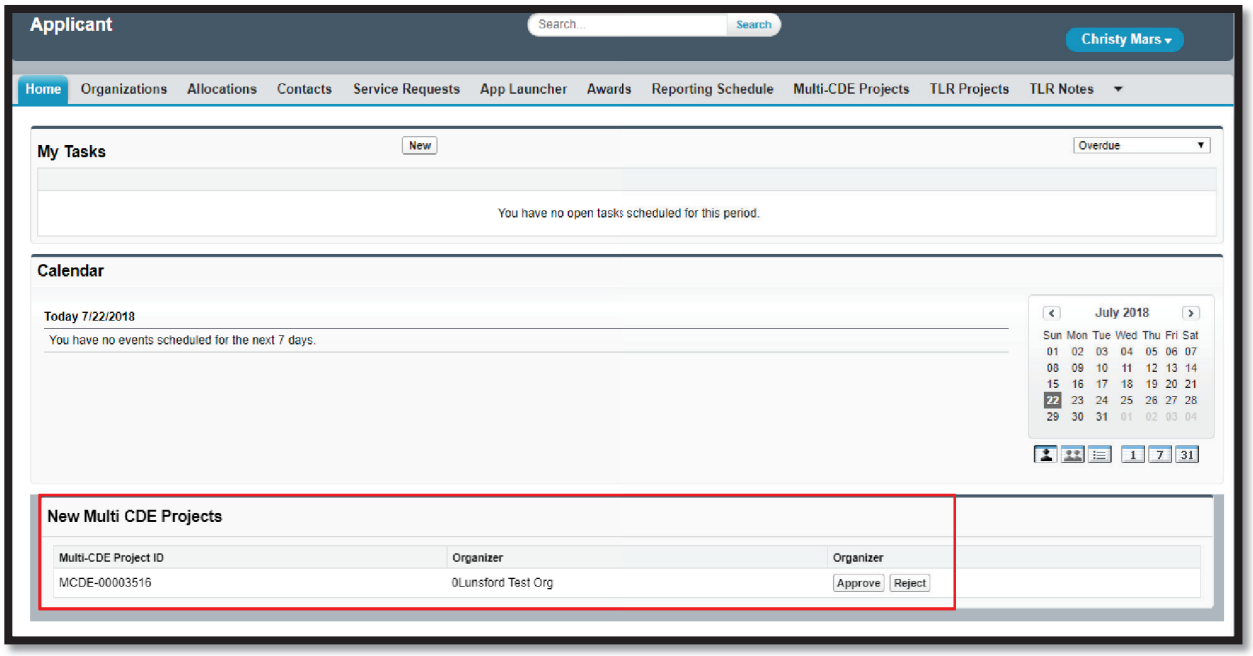
The added CDEs status will be in “Pending” Status until the invitee(s) approve or reject their participation in the Multi-CDE project.



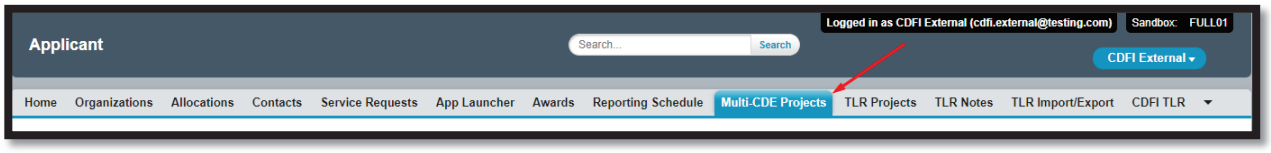
Adding CDEs to the Multi-CDE Project (Participant Organization)

If you are participating in a multi-CDE project but another CDE has taken the lead in reporting, you will not need to create a new multi-CDE project number. Instead, when you log into AMIS, you will see the notification below on the homepage informing you that your organization has been identified as part of a multi-CDE project and you will be prompted to confirm or deny your participation. To confirm your organization's participation, you should select "Approve", and to deny your organization's participation, you should select "Reject".

Note: The invitation to participate in a Multi-CDE project will be sent to the user specified by the organizer of the project in the "Select a Contact" field.



Once you have selected "Approve" you will be able to access the project through the "Multi-CDE Projects" tab.



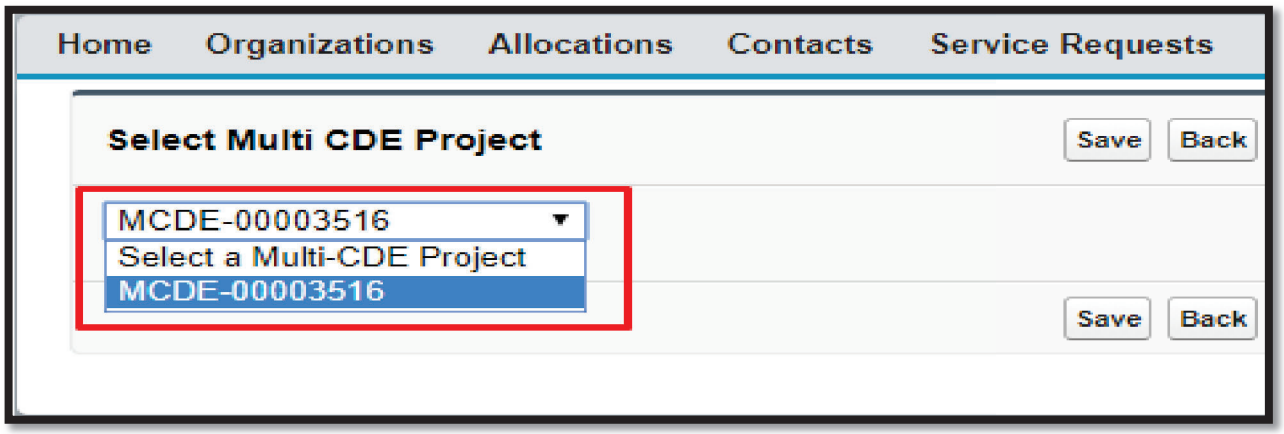
Adding TLR Projects to a Multi-CDE Project (Lead and Participant Organizations)

Note: In order to add TLR Projects to a Multi-CDE Project, the Key Outcomes Complete checkbox on the Multi-CDE Project must be checked. Only an authorized user from the Lead Organization may check the checkbox once all fields on the Multi-CDE Project page have been filled.

Once the "Key Outcomes Complete" checkbox is checked, users from Lead and Participating Organizations will be able to add TLR Projects to the Multi-CDE Project by navigating to the "TLR Projects" tab and selecting an existing TLR Project or creating a new one and saving. Once saved, the user can click the "Select Multi-CDE Project" button on the TLR Project Detail page and select the Multi-CDE Project from the drop-down field.

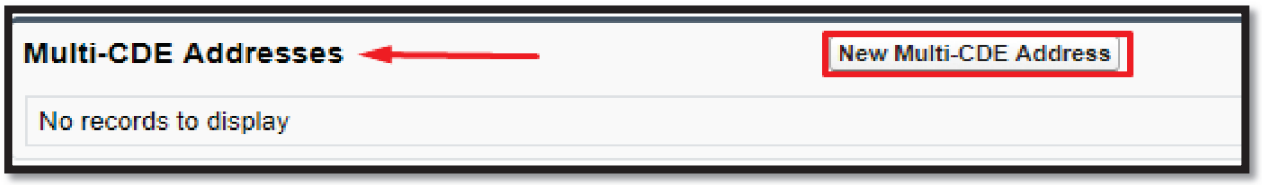
It is recognized that not all participating organizations will have the same fiscal year end (FYE) to estimate outcome data for the Multi-CDE project; however, slight differences in outcome reporting will average out over the life of the project. Please use the most recent available outcome data even if the end-of-fiscal-year dates vary among organizations.

Note: Multi-CDE Projects will only populate in this drop-down field if a Multi-CDE Project has been associated to the user's Organization (e.g. by accepting an invitation from a Lead CDE to join a Multi-CDE Project), and if the "Key Outcomes Complete" checkbox is checked.

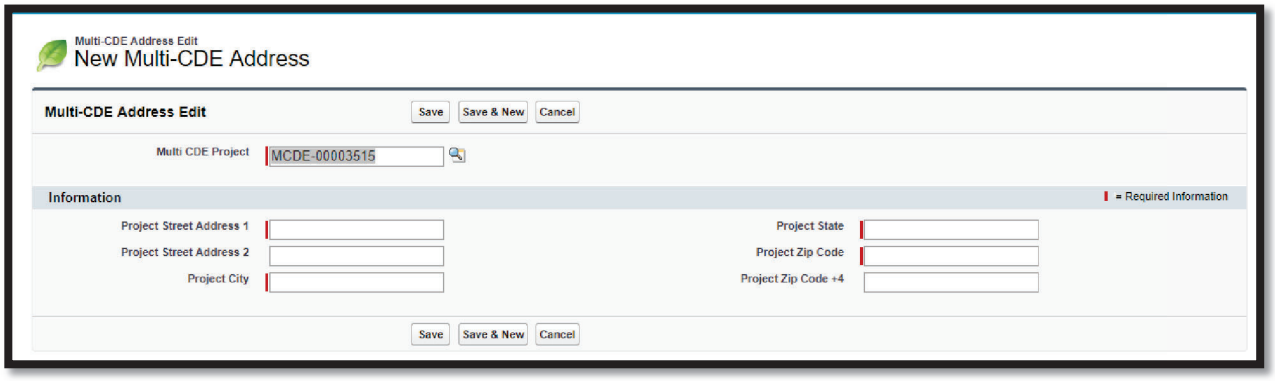


Adding Multi-CDE Addresses (Lead and Participant Organizations)

To add a Multi-CDE Project Address, simply scroll down the Multi-CDE Project page and locate the “Multi-CDE Addresses” related list and click “New Multi-CDE Address”.



Once you have clicked “New Multi-CDE Address” you will be directed to a page to enter in the address information pertaining to the associated Multi-CDE Project.



Note: When adding TLR Projects to Multi-CDE Project, at least one of the addresses associated with the TLR Project must match one of the addresses associated with the Multi-CDE Project. If the TLR Project and Multi-CDE Project have no addresses in common, the user will not be able to link the TLR Project to the Multi-CDE Project.

Appendix: Collaborative Approach

Beginning with the transition of the CDFI Fund's community impact reporting activities to AMIS, the ***Collaborative Approach*** for reporting Multi-CDE Projects was sunset as a legacy system. CDEs participating in a Multi-CDE Project must exclusively use the Lead Approach as the Multi-CDE Reporting method. Additional support will be provided for CDEs that have ongoing reporting using the Collaborative Approach through AMIS IT support. Users can submit a General Inquiry service request or contact the helpdesk at AMIS@cdfi.treas.gov or (202) 653-0422.

Collaborative Approach

Select this option if all participating Organizations will be reporting project outcome data for which their Organizations alone are responsible. Please note that under the Collaborative Approach, the data reported by the participating Organizations will be totaled in AMIS to come up with the cumulative outcome data for the Multi-CDE Project. The CDFI Fund will use the cumulative numbers to compile Agency Financial Reporting. Therefore, when reporting under the Collaborative Approach, it is essential that participating Organizations do not report (or claim responsibility for) the same outcomes as this will result in double-counting of outcomes. For example, two participating Organizations cannot report the same Actual Job Created (Construction), they may only do so after ensuring that no other participant is reporting that same job. Under the Collaborative Approach, the organizations agree to report same data for the following:

- **Total Project Cost**
- **Total Project Cost Public Sources**
- **Total Project Cost Other CDEs**
- **Total Project Cost Private Investment**
- **Project Address**

A key difference from the Lead Approach is that, under the Collaborative Approach, participating Organizations will report discrete breakouts of outcome data based on their Organization's specific contribution to the project for the following measures:

- **Projected Jobs (including Construction, Business and Tenant)**
- **Actual FTEs (including Construction, Business and Tenant)**
- **Square Footage of Real Estate (including Office, Manufacturing and Retail)**
- **Housing measures (including For Sale, For Rent, Affordable – Sale and Affordable- Rent)**
- **Community Center Capacity (including Arts, Childcare, Educational and Healthcare)**
- **For business (or non-real estate) projects –**
  - **NAICS Code, and**
  - **Business Description-Primary should be the same.**

If the participating Organizations do not collect discrete breakouts of outcome data for each Organization's contribution to the project outcomes, then the organizations should use a pro-rata share of relevant outcomes as measured by each organization's share of all QLICs in the project. Collaborative outcomes that may be prorated include all job measures, square footage, housing units, community facilities and capacity measures (see bullet above).

It is recognized that prorating outcomes based on the share of total QEIs does not account for the non-New Markets financing portion of the project; however, the collection of the detailed breakout of total project cost components will allow the CDFI Fund to make this calculation in analyzing project leverage and the attribution of outcomes.